



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

COMTRAWINGONEINST 4400.2D
N4
5 Jan 12

COMTRAWING ONE INSTRUCTION 4400.2D

From: Commander, Training Air Wing ONE

Subj: STANDARDIZED DETACHMENT PACK-UP INSTRUCTIONS FOR TW1 AND
TENANT SQUADRONS

1. Purpose. To provide tenant squadrons of Training Air Wing ONE (TW-1) logistical guidance for the preparation and post-execution of a scheduled DET's pack-up in a collective effort to streamline preparations and reduce costs. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 4400.2C.

3. Discussion. This instruction outlines the agreement for all units and areas of responsibility regarding pre/post DET pack-up logistic related issues. Early assessment of the pack-up by squadron(s) DET Officer-In-Charge/Assistant Officer-In-Charge (OIC/AOIC) will allow Wing Supply and the Wing IT Department (N6) to replenish any inventory shortfalls well in advance of pack-up departure dates.

4. Action

a. TW1 Supply

(1) One/two weeks prior to DET, Wing Supply will complete the following and report to the Supply Officer:

(a) Ensure the DET OIC/AOIC has inventoried, inspected, and signed for the DET pack-up, to include the URC 200 portable radio kit and keys to the pack-up boxes.

(b) No later than 14 days prior to DET, receive COMM/Kneeboard Card information from DET OIC/AOIC. Upon receipt, Wing Supply shall forward necessary documentation to DAPS for processing. Wing Supply shall coordinate with DET OIC/AOIC the delivery point for the COMM/Kneeboard cards as required.

(c) Replenish IT consumables as directed by the Wing IT Department (N6) office.

b. Wing IT Department (N6)

(1) The DET OIC or designee must coordinate with the IT POC for composition and availability of DET IT equipment two weeks prior to DET execution to allow restocking of the pack-up. Wing IT will continually maintain an updated inventory and material condition of all IT equipment.

(2) The IT POC or designee will maintain a signature log of the IT DET pack-up equipment to include check-out date, check-in date, legible signature, and printed name of individual signing for equipment. Any changes in IT equipment on the DET pack-up inventory will be at the discretion of DET OIC/AOIC with approval from the Wing IT POC no later than two weeks prior to DET.

(3) The IT POC will conduct a check-out inspection of IT equipment prior to releasing to the DET OIC or designee. Once the inventory is considered to be satisfactory by Wing IT POC and DET OIC or designee, the OIC or designee shall sign for custody of the IT equipment. A check-in inspection of IT equipment will also be conducted prior to IT POC or designee accepting equipment from DET OIC or designee. The DET OIC or designee will be responsible for the condition and security of the equipment signed into their custody.

c. Participating Squadrons

(1) No later than one week prior to the DET the squadron(s) DET OIC/AOIC shall verify, sign inventory, and receive DET pack-up keys.

(a) COMM/Kneeboard cards information is provided to Wing Supply no later than 14 working days prior to DET execution. Any submittal inside the 14 working days prior to DET is subject to delay in DAPS processing and subject to receipt of material after DET departure.

5. Remarks. This instruction is written to provide a basic guideline for scheduled DET pack-ups. It is paramount that all participants openly communicate any logistic needs for training DETs well in advance of DET execution. In turn, this team effort will provide both an efficient and cost effective logistic solution for our training DETs.


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